CITY OF WEST LINN

ADMINISTRATION POLICY

NO. 93-___ ADOPTED September 16, 1993

NEIGHBORHOOD ASSOCIATION GRANTS

1. PURPOSE:

a. To enhance community identification, communication and participation in civic activities and to maintain and improve the quality of life of residents of our neighborhoods by encouraging and supporting projects and activities through the use of Neighborhood Association grants from the City of West Linn.

2. SCOPE:

a. This policy applies to all officially recognized Neighborhood Associations within the City of West Linn, Oregon, operating in conformance with Chapter 2.14.040 of the Municipal Code.

3. Police:

- a. Eligibility:
 - i. Neighborhood Associations within the City of West Linn that are operating in conformance with Chapter 2.14.040 of the West Linn Municipal Code, relating to Neighborhood Associations, are eligible to apply for grants from the City of West Linn, in an amount not to exceed \$1,000 during the current fiscal year, subject to the annual appropriation of funds.
 - ii. At the discretion of the City, reimbursement may also be made to an individual committee for reasonable expenses incurred in organizing a neighborhood association, in conformance with criteria and procedures set forth in this policy.
- iii. Criteria: Proposed neighborhood activities, events or projects must conform with the statement of purpose in this policy. Examples of eligible activities which conform to the purpose statement are:
 - Publish and distribute to every household within the Association boundary at least one neighborhood newsletter.
 - Hold an annual membership meeting or event (potluck, picnic, etc.)
 - Carry out a neighborhood improvement or beautification project, such as a Neighborhood Clean-Up Day, or planting trees, shrubs or flowers.
 - Establish or augment a neighborhood program or project aimed at furthering the Neighborhood Association's Statement of Purpose as contained in the Bylaws.
 - Establish a Neighborhood Crime Watch program, traffic safety study, or similar program.

PROCEDURE:

b. Applications for a neighborhood grant shall be made by an officer of the Neighborhood Association, with the approval of the Association's board, in writing to the Community Services Coordinator of the City of West Linn, Such application shall state the purpose

- and describe the activity or event to be undertaken, provide an itemized list of estimated expenses, state the time and place of the event or activity, and provide any appropriate related information.
- c. The Community Services coordinator shall review all grant applications in a timely manner for conformance with the grant criteria and eligibility standards and so inform the applicant, in writing, whether the application is complete and eligible for grant program consideration. In the event that a grant application is denied, an applicant may request that the application be reviewed by the City Administrator.
- d. The Community Services coordinator shall review all grant applications and award grants, as funds permit.
- e. Upon approval of a grant application, out-of-pocket expenses incurred by a Neighborhood Association in carrying out an approved project or activity shall be reimbursed by the city in an amount up to the approved grant amount, and in no event shall the reimbursement exceed \$1,000 in a fiscal year.
- f. Requests for reimbursement of out-of-pocket expenses incurred by a Neighborhood Association for the purpose of carrying out an approved grant activity, event or project, shall be submitted to the Community Services Coordinator with receipt(s) or proof of payment.
- g. In no case shall any expenses be reimbursed by the city for alcoholic beverages, political advocacy, election campaign activities, or any item, service or activity contrary to federal, state or local statute, ordinance or regulations.
- h. Any equipment or materials whose acquisition is reimbursed by the city shall remain the property of the Neighborhood Association and shall not be converted to personal use or benefit.
- i. At the conclusion of the grant activities, recipient shall provide the city with a full accounting of costs, a report on use of grant proceeds, and copies of any written materials funded by the grant.